

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100120014-5

MEMORANDUM TO: Deputy Chief, Administrative  
FROM : Chief, Reproduction Branch  
SUBJECT : Monthly Progress Report

9 January 1951

Document No. 003  
NO CHANGE in Class. ☒  
☐ DECLASSIFIED  
Class. CHANGE TO: TS S C  
DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/1783  
Jobs delivered: 1,391.  
Date: 28 MAR 1978 By: 02b

1. Problems: space and personnel. 2. Volume: total jobs received: 1,427 total  
3. Breakdown of completed work for the month of December:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MEMOGRAPH		ADDESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office									9	2,540	8	1,192				
Security	1	1			11	2,648			1	1,000	2	5,000				
Communications	13	1,779	4	94	2	190			12	126,150						
Administration									3	800	6	9,990				
Finance	2	70							4	3,801	1	700				
Personnel	19	2,027			21	246		6	27	37,150	112	114,915				
Ad/Services	9	164	2	17	3	32	12	10,300	8	20,466	4	3,275				
Procurement	6	56			2	4		75	11	176,150	5	1,505				
Special Services	1	4			17	371		65								
Nat. Estimates									1	3,366			8	2,469		
OSI	24	788	1	90	8	120		25	7	7,825			2	232		
OCD	238	15,157			281	45,040	36	22,848	64	1,754,985	11	33,739	2	36,000		
O/RR	65	1,090	3	57	28	217	2	400	16	235,029	13	32,771	6	1,508	1	5,120
OO	22	1,301			5	39	4	253	15	19,391	62	3,249,550	21	20,391		
OPC	26	1,244	1	40	7	471		441	3	12,150						
OSO	21	4,415	1	100	34	34,081		198	7	5,650	2	2,900				
NSC	1	8							3	6,100	1	8,375				
TOTALS	448	28,104	12	398	419	83,459	54	34,611	191	2,412,553	227	3,463,912	39	60,600	1	5,120
BACKLOG	70	5,809			231	96,748	58	7,400	22	355,011	1	2,500				

GPO Production: Offset Impressions: 143,860 Letter Press Impressions: 2,175,107

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MEMORANDUM TO: Deputy Chief, Administrative Services

7 December 1950

FROM : Chief, Reproduction Branch

SUBJECT : Monthly Progress Report

1. Problems: personnel and space.
2. Volume: total jobs received: 1,679 total jobs delivered: 1,502.
3. Breakdown of completed work for the month of November:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
ORE	83	1,530			28	549	1	15	32	208,350	15	44,175	17	4,359	5	12,345
EXECUTIVE	31	376	3	18	5	116			62	299,145	45	17,951				
I&S					11	2,656			3	12,200	2	2,050				
OPE	24	1,788	1	24	7	2,051		150	3	43,550						
OSI	25	508	1	17			3	43	14	8,780	1	270				
OO	18	1,732	1	3	10	225	14	1,958	9	59,828	70	3,803,541	22	20,849		
ODP	257	17,630			239	44,674	32	30,673	48	1,813,870	44	151,022	6	23,417	1	1,258
OSO	67	11,197	8	74	80	27,576		256	53	206,367	78	200,404				
GENERAL COUNSEL	2	82			1	758		50								
COAPS											10	1,645			1	35
NSC											2	610				
DCI	4	98			1	24					2	230				
TOTALS	511	34,941	14	136	382	78,629	50	33,145	224	2,652,090	269	4,221,898	45	48,625	7	13,638
BACKLOG	32	3,732			244	104,417	17	7,400	42	318,211	3	17,949	2	396		

GPO Production: Offset Impressions: 717,349

Letter Press Impressions: 1,116,342.

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7 November 1950

MEMORANDUM TO: Chief, Services Division  
FROM : Chief, Reproduction Branch  
SUBJECT : Monthly Progress Report

1. Problems: space and personnel. 2. Volume: total jobs received: 1,749 total jobs delivered: 1,597.  
3. Breakdown of completed work for the month of October:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
ORE	147	3,839	1	30	33	1,588	6	620	28	455,097	18	121,838	11	2,731	5	32,665
EXECUTIVE	23	633	4	94	2	18	1	200	55	283,896	29	28,857				
I&S					14	2,681		12	2	8,600	1	2,000				
OPC	31	5,014			4	430	1	75	5	11,800						
OSI	16	692			4	4,645		40	21	24,022						
OO	9	501			11	2,933	10	1,720	5	13,010	71	3,979,009	24	24,995		
OCD	246	22,622	1	14	393	40,742	40	32,520	46	1,548,440	39	128,925	2	15,054		
OSO	75	11,608	15	520	68	7,596		14	36	224,125	30	36,645				
GENERAL COUNSEL	4	223							2	1,000						
COAPS											4	450			1	25
NSC	1	2							1	3,000	1	820				
TOTALS	552	45,134	21	658	529	60,633	58	35,201	201	2,572,990	193	4,298,544	37	42,780	6	32,690
BACKLOG	46	5,277			121	99,024	15	6,565	80	528,089			3	2,906		

GPO Production: Offset Impressions: 398,925

Letter Press Impressions: 874,782.

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MEMORANDUM TO: Chief, Services Division  
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5 October 1950

1. Problems: personnel and space.
2. Volume: total jobs received: 1,379 total jobs delivered: 1,516.
3. Breakdown of completed work for the month of September:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
ORE	124	3,743		10	30	1,596	1	140	18	615,598	18	71,150	12	17,178	3	14,965
EXECUTIVE	28	1,643	1	100	9	432			66	210,993	28	24,862				
I&S					12	2,330		26	3	29,800	1	1,000				
OPC	24	1,409			7	431			4	7,600						
OS	18	517			2	23		1	13	3,182						
OO	9	1,123			10	866		7	12	73,600	73	3,200,422	20	22,463		
OCC	293	17,269			298	31,462	62	35,124	55	1,496,926	32	114,759	3	3,136		
OSO	77	16,366	16	826	66	8,543		4	20	82,055	32	41,029				
GENERAL COUNSEL	6	78									1	440				
COAPS											2	205				
NSC									1	5,000	5	18,025				
DO					1	23,200										
TOTALS	579	42,148	17	936	435	68,883	63	35,302	192	2,524,754	192	3,471,892	35	42,777	3	14,965
BACKLOG	28	2,355			131	92,008	11	4,600	73	370,330	1	1,260				

Production: Offset Impressions: 225,045

Letter Press Impressions: 1,752,185

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13 September 1950

- Problems: space and personnel
- Volume: total jobs received: 1,683 total jobs delivered: 1,643.
- Breakdown of completed work for the month of August:

3. Breakdown of completed work for the month of August.																	
OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		Jobs	OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet		Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.	
ORE	77	3,171	1	2	42	4,223		65	30	345,000	22	93,485	9	2,111	3	14,282	
EXECUTIVE	31	1,927	1	80	8	935	1	95	40	111,968	31	36,435					
I&S					13	3,787			3	9,000							
OPC	33	1,741			12	2,528		50	8	6,550							
OSI	16	470			6	1,161			3	4,102	1	108					
OO	9	2,387	1	154	5	844	12	2,295	11	30,585	74	3,986,792	22	24,547			
OCD	277	19,511	1	1	335	14,630	76	38,852	86	1,642,585	22	70,140	9	64,536	2	8,312	
OSO	112	19,613	17	365	62	47,935		17	23	79,300	84	61,083			1	300	
GENERAL COUNSEL	4	183															
COAPS											5	315					
NSC											4	50,615					
TOTALS	559	49,003	21	602	483	76,043	87	41,374	204	2,229,090	243	4,298,973	40	91,194	6	22,894	
BACKLOG	63	2,381			186	108,850	13	13,500	53	136,311	3	19,182	1	36			

GPO Production: Offset Impressions: 297,130 Letter Press Impressions: 2,487,737

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MEMORANDUM TO: Chief, Services Division

11 August 1950

FROM : Chief, Reproduction Branch

SUBJECT : Monthly Progress Report

1. Problems: personnel and space.
2. Volume: total jobs received: 1,463 total jobs delivered: 1,391.
3. Breakdown of completed work for the month of July:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	JOBS	PRINTS	JOBS	PRINTS	JOBS	PRINTS	JOBS	FEET	JOBS	IMPRESSIONS	JOBS	IMPRESSIONS	JOBS	IMPRESSIONS	JOBS	IMPRESSIONS
ORE	65	1,896	1	2	34	1,259		25	30	62,115	13	40,455	9	5,069	4	14,334
EXECUTIVE	39	1,966	3	100	4	155	1	120	24	87,964	36	46,138			2	388
I&S					13	5,134			5	9,000						
OPC	15	1,452			12	1,240		2	2	5,250						
OSI	12	216	1	12	2	101			1	300						
OO	6	352			8	1,193	1	316	3	12,050	62	3,457,705	22	21,835		
OCD	229	16,807			358	27,874	17	14,753	66	1,629,263	37	138,506	6	19,800		
OSO	73	6,586	14	1,386	45	25,829		25	18	104,950	90	32,290				
GENERAL COUNSEL	2	90									100					
COAPS											4	935			1	30
TOTALS	441	29,365	19	1,500	476	62,785	19	15,241	149	1,910,892	243	3,716,129	37	46,704	7	14,752
BACKLOG	101	12,126			173	92,887	29	6,000	59	221,250	5	32,425	3	1,588		

PO Production: Offset Impressions: 254,465 Letter Press Impressions: 3,544,047

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11 July 1950

MEMORANDUM TO: Chief, Services Division

FROM : Chief, Reproduction Branch

SUBJECT : Monthly Progress Report

1. Problems: space. 2. Volume: total jobs received: 1,396 total jobs delivered: 1,313.

3. Breakdown of completed work for the month of June:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	JOBS	PRINTS	JOBS	PRINTS	JOBS	PRINTS	JOBS	FEET	JOBS	IMPRESSIONS	JOBS	IMPRESSIONS	JOBS	IMPRESSIONS	JOBS	IMPRESSIONS
ORE	111	2,260	3	40	26	1,526			19	418,695	23	53,506	8	1,770	1	135
EXECUTIVE	51	1,593			3	543			35	240,449	31	36,416			1	165
I&S					16	6,290			5	16,520	4	9,800				
OPC	22	1,098			4	1,256		65	3	2,300						
OSI	9	398			2	14	1	30	3	2,100						
OO	15	2,128			9	550	11	1,362	9	30,500	65	3,765,368	22	22,523		
OCD	282	14,713			256	19,628	29	21,732	28	145,078	27	91,580	5	15,100		
OSO	9	9,200	15	1,190	41	4,858		9	18	58,770	70	59,280				
GEN. COUNSEL	3	72									1	100				
COAPS											1	150				
NSC									1	5,000						
TOTALS	517	31,462	18	1,230	357	34,666	41	23,198	121	919,412	222	4,016,200	35	39,393	2	300
BACKLOG	47	5,816			187	79,439	9	1,900	65	252,260	1	4,488				

GPO Production: Letter Press Impressions: 2,055,093

Offset Impressions: 295,205



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8 June 1950

MEMORANDUM TO: Chief, Services Division

FROM : Chief, Reproduction Branch

SUBJECT : Monthly Progress Report

1. Problems: space.
2. Volume: total jobs received: 1,448 total jobs delivered: 1,354.
3. Breakdown of completed work for the month of May:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	JOBS	PRINTS	JOBS	PRINTS	JOBS	PRINTS	JOBS	FEET	JOBS	IMPRESSIONS	JOBS	IMPRESSIONS	JOBS	IMPRESSIONS	JOBS	IMPRESSIONS
ORE	84	1,415	1	2	39	798			16	634,871	16	42,146	9	2,161	8	33,050
EXECUTIVE	51	1,529	1	15	7	124			52	201,090	28	11,530				
I&S					18	9,818			1	10,000	2	4,000				
OPC		839			8	1,271		55								
OSI		630			2	61			3	7,460						
OO		501	2	13	2	427	3	750	3	3,320	65	4,019,244	23	22,695		
OCD	300	17,299			227	34,781	15	10,278	48	335,037	42	137,575	3	36,002		
OSO	98	9,075	17	453	51	11,907		2	23	143,570	20	18,084				
GEN. COUNSEL	1	138														
COAPS											3	585			1	30
NSC	1	45														
TOTALS	595	31,471	21	483	354	59,187	18	11,085	146	1,335,348	176	4,233,164	35	60,858	9	33,080
BACKLOG	44	1,963			93	38,784	14	1,500	65	94,020	8	20,282				

GPO Production: Letter Press Impressions: 2,106,927

Offset Impressions: 498,595

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8 May 1950

MEMORANDUM TO: Chief, Services Division  
FROM : Chief, Reproduction Branch  
SUBJECT : Monthly Progress Report

1. Problems: personnel and space.      2. Volume: total jobs received: 1,295      total jobs delivered: 1,342.  
3. Breakdown of completed work for the month of April:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions
ORE	81	1,144	1	16	47	6,535			5	4,410	15	35,625	12	2,615	10	28,626
EXEC	45	1,601	1	125	4	193			34	151,967	42	35,530				
I&S					15	8,303			2	4,000	1	38				
OPC	14	800			4	95	2		1	250						
OSI	16	334			3	80			1	9,455	1	100	1	61		
OO	33	2,271			10	1,878		185	8	26,198	63	3,966,899	21	20,177	1	1,500
OCD	298	20,474			253	22,013		10,777	70	185,528	29	103,739	3	19,000		
OSO	85	7,277	18	1,056	63	10,832		48	10	5,347	11	4,365				
GENERAL COUNSEL	4	309									2	145				
COAPS											1	60				
NSC	1	3							2	25,100						
TOTALS	577	34,213	20	1,197	399	49,929		11,012	133	412,255	165	4,146,501	37	41,853	11	30,126
BACKLOG	45	1,654			72	60,475	2	200	9	37,810	3	22,035	1	4,500		

GPO Production: Letter Press Impressions: 2,902,360

Offset Impressions: 334,700

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10 April 1950

FROM : Chief, Reproduction Branch

SUBJECT : Monthly Progress Report

1. Problems: space and personnel. 2. Volume: total jobs received: 1,545 total jobs delivered: 1,811.

3. Breakdown of completed work for the month of March:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
ORE	142	13,611	1	1,200	52	2,411	1	20	27	302,830	25	41,610	11	2,646	5	29,335
EXEC	62	1,855	1	6	4	40			55	337,175	17	15,290				
I&S					17	4,226					2	1,600				
OPC	14	2,322			5	1,796	2	80	6	95,050						
OSI	13	253			10	707	1	16								
OO	17	1,866			9	5,442	5	497	16	56,696	68	4,349,072	27	23,950		
OCD	314	18,520	1	12	254	27,543	85	14,707	137	1,757,929	90	331,450	5	19,609		
OSO	106	9,031	13	3,077	86	17,573	4	359	24	67,545	70	45,797				
GENERAL COUNSEL					4	32										
NSC	1	10														
TOTALS	669	47,468	16	4,295	441	59,770	98	15,679	265	2,617,225	274	4,785,319	43	46,205	5	29,335
BACKLOG	68	3,612			61	51,612	2	150	62	102,730	4	20,695				

GPO Production: Letter Press Impressions: 2,321,484

Offset Impressions: 436,295.

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8 March 1950

MEMORANDUM TO: Chief, Services Division  
FROM : Chief, Reproduction Branch  
SUBJECT : Monthly Progress Report

1. Problems: personnel and space.
2. Volume: total jobs received: 1,320 total jobs delivered: 1,283
3. Breakdown of completed work for the month of February:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
ORE	29	2,591			23	1,597	1	10	18	973,750	16	33,455	10	2,173	1	3,660
EXEC	46	1,640	1	20	7	129			60	504,560	31	38,256				
I&S					12	4,047			3	5,750	1	1,000				
OPC	7	173			2	10			2	122,000						
OSI	10	104	1	9	4	66	1	4	5	10,220					1	820
OO	25	5,889			8	4,481	2	300	9	95,704	49	2,931,977	24	23,228	2	2,800
OCD	169	11,558			223	27,047	56	13,812	158	1,345,957*	21	68,001	5	28,800		
OSO	75	8,378	15	871	40	8,221	6	104	21	368,054	73	69,670				
GEN.COUN.	3	40							1	1,000	2	180				
NSC			1	600	1	20			2	17,550						
TOTALS	364	30,273	18	1,500	320	45,618	66	14,230	279	3,444,545	193	3,142,539	39	54,201	4	7,280
BACKLOG	62	4,455			80	52,115	6	375	49	181,260	3	11,394	1	252		

GPO Production: Letter Press Impressions: 2,023,386 Offset Impressions: 267,290

\* Includes for the first time in the monthly report the daily production of the Special Duplicating Unit.

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10 February 1950

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FROM : Chief, Reproduction Branch

SUBJECT : Monthly Progress Report

1. Problems: space and personnel. 2. Volume: total jobs received: 1,349 total jobs delivered: 1,355

3. Breakdown of completed work for the month of January:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
ORE	67	1,716	1	5	21	543	1	35	42	252,348	14	36,535	8	1,719	2	8,820
EXEC	61	1,739	2	65	4	67			25	420,015	27	39,302				
I&S	1	6			20	4,379			2	500	1	600			1	600
OPC	16	844	1	6	6	698	2	36	3	7,300						
OSI	10	1,401			4	1,298							1	92	1	1,302
OO	20	1,299			3	916	5	8,060	7	16,036	57	3,282,746	24	20,488		
OCD	236	17,327			233	234,497	86	9,782	43	125,514	28	128,429	4	14,200		
OSO	105	7,466	24	1,944	27	8,610	4	154	21	96,581	71	23,700				
COAPS											4	487				
GEN.COUN.	2	9														
NSC	2	10							5	24,000						
TOTALS	520	31,817	28	2,020	318	251,008	98	18,067	148	942,294	202	3,511,799				
BACKLOG	13	1,022			44	38,257	1	100	61	141,260	3	23,853				

GPO Production: Letter Press Impressions: 1,589,598

Offset Impressions: 266,410

25X1A9a

MEMORANDUM TO: Chief, Services Division  
 FROM: : Chief, Reproduction Branch  
 SUBJECT : Monthly Progress Report

Sanitized - Approved For Release :  
 CIA-RDP54-00177A000100120014-5

10 January 1950

1. Problems: personnel and space.
2. Volume: total jobs received: 1,094 total jobs delivered: 1,174
3. Breakdown of completed work for the month of December:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions
ORE	60	1,557			22	5,605	3	220	19	282,620	16	17,845	10	2,329	3	8,010
EXEC	47	1,696	2	53	2	22			30	660,516	31	40,829				
I&S					18	2,002			4	7,650	2	11,000				
OPC	8	1,052			4	6,208			6	30,750						
OSI	7	835			2	920	1	25	1	6,370			1	92	1	7,155
OO	21	252			5	1,729	9	1,340	13	45,520	60	2,997,843	26	23,346	1	2,900
OCD	181	8,882			142	22,794	66	5,038	52	145,896	20	81,054	7	3,800		
OSO	90	9,188	27	1,913	48	13,123	7	153	31	191,850	44	24,620				
COAPS											17	3,002				
GENERAL COUNSEL									2	1,100	2	800				
NSC	2	42			1	20										
TOTALS	416	23,504	29	1,966	244	52,423	86	6,776	158	1,372,272	192	3,176,993	44	29,567	5	18,065
BACKLOG	38	2,242			33	43,847	3	5,250	30	399,507	4	11,553	1	700		

GPO Production: Letter Press Impressions: 318,698

Offset Impressions: 895,460

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